

## Zepto Recruitment 2023 – Freshers Jobs – Back Office Executive Post

**Hiring organization**  
Zepto

### Job Location

India  
Remote work from: India

**Date posted**  
February 17, 2023

(adsbygoogle = window.adsbygoogle || []).push({});

**Valid through**  
31.12.2025

### Base Salary

Rs. 12,000 - Rs. 19,000

APPLY NOW

### Qualifications

12th, Graduate

### Employment Type

Full-time

(adsbygoogle = window.adsbygoogle || []).push({});

(adsbygoogle = window.adsbygoogle || []).push({});

### Description

## Zepto Recruitment 2023

This includes, but is not limited to, handling accounts payable and receivable, preparing financial statements, and maintaining the company's accounting records.

### Zepto Work From Home Jobs

#### Qualifications:

- Proven experience as a back-office executive or in a related role
- Thorough knowledge of accounting and bookkeeping procedures
- Proficient in Microsoft Office and accounting software
- Strong math skills
- Ability to meet deadlines and handle multiple tasks simultaneously

(adsbygoogle = window.adsbygoogle || []).push({});

### Zepto Jobs For Freshers

The Back Office Executive is responsible for performing general administrative support including maintaining files and records

**Responsibilities:**

- Process accounts payable and receivable
- Prepare financial statements
- Maintain accounting records
- Other back-office duties as assigned

**Important Links****Find the Link in [Apply Now](#) Button**

```
(adsbygoogle = window.adsbygoogle || []).push({});
```

```
(adsbygoogle = window.adsbygoogle || []).push({});
```